

Disability Advocates of Kent County is seeking to fill a 30 hour per week **Project Specialist** for their creative team with a starting salary of approximately \$15.00 per hour with benefits.

### Position Summary

The person in this position supports the success of Disability Advocates' various events. These events will be both large and small and will be rooted in the work plans of every department. Working collaboratively with the Community Relations & Education (CR&E) team and the lead department staff, this position is responsible for the overall project management of the events. This will include: supporting the individual departments to complete the Results Oriented Key Strategies (ROKS) for each event, fiscal responsibility, coordination of activities at the event, project management of outbound communications, ensuring logistics are successfully managed at the event, and event evaluation. Additionally, this position is responsible to maintain in an easily accessible manner the organization's inventory of marketing materials, marketing supplies, and marketing collateral.

### Attributes

1. Commitment to and knowledge of IL movement and philosophy and person-first perspective.
2. Support Disability Advocates' mission and core values.
3. Excellent documentation skills (reporting)
4. Excellent organizational skills
5. Meeting planning and event facilitation skills
6. Strong interpersonal skills and ability to participate in and work to build a collaborative team; ability to hold others accountable to the agreed upon plan of action.
7. Ability to follow direction and work with minimal supervision.
8. Willingness to learn and apply new concepts.
9. Willingness to develop an in-depth knowledge of assistive technology (computer-based communication tools)
10. Excellent decision making, positive approach, creative thinking, and strategic approach to tasks.
11. Professional written and oral communication skills, including public speaking competence.
12. Ability to take initiative with exceptional time management and organizational skills.
13. Accountability to confidentiality.
14. Recognition of colleague and consumers' strengths and facilitation of empowerment principles.
15. Self-awareness to assess the need to obtain interpersonal and job development skills.
16. Maintain a professional and interpersonal relationship with all parties relevant to Disability Advocates' programs and projects, and represent the best interests of our Organization at all times.

17. Proficient in Microsoft Officeä program applications, e-mail and Internet research.

#### Education/Experience

Education: Bachelor or equivalent experience is required in business, event management, or fund raising.

Experience: Three to five years' experience in project management, with optional experience working in public policy and community organizing arena; experience working with persons with disabilities; optional experience working with volunteers and fund development.

Work Environment and Physical Abilities: The person in this position is expected to communicate with volunteers, team members, leadership team, and outside entities to successfully perform functions of the job.

This is a standard office environment. Extensive keyboard activity, telephone communication and attendance at meetings in and out of the office are expected, and therefore, self-identified mode of transportation is required. While performing the duties of this position, the employee is regularly required to sit, talk, and hear; reach with hands and arms; no special vision requirements apart from computer operation. Other activities include preparing materials, loading, and carrying presentation equipment and information for events. Must be able to lift 20lbs.

For purposes of employment standards, this position is categorized as "hourly" according to the provisions of the Fair Labor Standards Act. Benefits are available pursuant to Disability Advocates' policies for a full-time employee.

Persons with disabilities are encouraged to apply.

If interested, please send your resume and cover letter to: [humanresources@dakc.us](mailto:humanresources@dakc.us) or Disability Advocates of Kent County, Attn: Human Resources, 3600 Camelot Drive SE, Grand Rapids, MI 49546. Resumes will be accepted until the position is filled. EOE

Disability Advocates of Kent County (DAKC) is seeking a **Government Benefits Counselor**. This part-time, non-exempt position will provide benefits consultation and supports. This position is responsible for supporting people with disabilities; helping them understand and apply for benefits.

#### Position Outcome

This position will result in helping individuals understand and apply for various benefits that they may qualify for.

You will be working with people who are sometimes in dire situations or going through difficult transitions. Being compassionate to their situation and working with them in a positive way will help empower them. Communication Skills are crucial. Time-Management and Organizational Skills, Problem-Solving Skills and Critical Thinking are all essential to this position. Our customers are looking for someone to help them find solutions to their problems. You will need to think critically and clearly about their situations to find solutions.

The types of information that a Government Benefits Specialist will need to know or be willing to get formal training include (but may not be limited to):

Social Security benefits

Social Security Disability benefits

Supplemental Security Income

Medicare and Medicaid programs (MMAP)

Prescription Assistance programs (for individuals not eligible for Medicare)

Veterans benefits

Community-based benefits

State program benefits (DHS, CMH, UIA)

Proficiency in Microsoft office applications is required. Must have dependable transportation

This is a part-time position at 16 hours minimum per week. Starting wage is approximately \$13.50 - \$15 per hour, depending on education and experience.

Persons with disabilities and veterans are encouraged to apply. If interested, please send your resume and cover letter to: Disability Advocates of Kent County, Attn: Human Resources, 3600 Camelot Drive SE, Grand Rapids, MI 49546 or to [humanresources@dakc.us](mailto:humanresources@dakc.us). Resumes will be accepted until November 2nd. EOE